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*Reports - 1*

*[Signature]*

*4/4/62*

Bi-Weekly Report Ending 2 April 1962  
from  
FORMS Management

1. Contributions

a. Tangible

- (1) Approved 22 new and 21 revised forms.
- (2) Sixty-six forms were made obsolete. Sixty-four of these forms were reported obsolete by the various offices of primary interest.
- (3) Returned two, 17 drawer, 5" x 8" Kardex Combination Safes to stock as a result of the consolidation of these Kardex records with the case folders.

b. Intangible

- (1) The following reflects the current status of the Proposed Combination Requisition/Shipping Document:

(a) Committee rejected use of Zerox combined with Multilith in favor of Hecto Master.

(b) New draft (#6) of the combination form being worked on. This form will only be used when Shipments (other than to Headquarters) are involved.

(c) Existing Form 88, being revised for Headquarters' use only.

- (2) RMO/OS has requested assistance on a study be made of the "Case Processing forms" used in OS. Approximately 125 forms are involved. Presently awaiting meeting with RMO for details.

- (3) The Office of Security has decided to go ahead with the original plan of putting form 180E, "Biographic Data" on short run, letter size, multilith mats despite the fact that a memo was prepared by FMB on the dangers and special handling of the mats. Request to go to printer today.

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- (4) Form 610, "Routing and Record Sheet" was revised to include phone extension of sender. Also Form 610 is now going to be used at overseas stations instead of the special DDP form which has been made obsolete.

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2. News

- a. The number of currently active <sup>Non-</sup>CIA forms being used remains at 208. The combined total is <sup>3</sup>175~~5~~ forms.

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